

State of Indiana - Information Processing Policy And Management Procedures	Project Change Request	Step 5 Page 1 of 1
A. Requesting Authority:	B. Division or Group:	
C. System Name:		
D. Description of Change Request (One Time Special, or Permanent):		
E. Reason for Request:		
F. Estimate of Costs to Implement Change:		
	One-Time	Annual
1. Agency Costs <ul style="list-style-type: none"> • Personnel • Equipment & Software • Contract Services • Miscellaneous • Total Agency Costs 	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
2. Information Services Division Costs <ul style="list-style-type: none"> • Development and Programming Services • Processing Services • Dedicated Facilities • Total Info. Services Division Costs 	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>
3. Total Costs	<div style="border-bottom: 1px solid black; height: 15px;"></div>	<div style="border-bottom: 1px solid black; height: 15px;"></div>
G. Requested By: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">Date</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Agency Acct No.</div> </div>		H. Change Request No.
I. Approved By: Agency Head: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-bottom: 1px solid black;"></div> <div style="width: 40%; border-bottom: 1px solid black;"></div> </div> <div style="margin-top: 10px;"> Budget Analyst*: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-bottom: 1px solid black;"></div> <div style="width: 40%; border-bottom: 1px solid black;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">(* If Required)</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 40%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>		
J. Implementation Control		
Activity	Completed By	Date
Detail Design		
Design Acceptance (User)		
Testing		
Test Acceptance (User)		
Reference Material Updated		
Production Catalog		
Production Run		
Production User Acceptance		
K. Change Request Close Out: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%; border-bottom: 1px solid black;"></div> <div style="width: 40%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"></div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 40%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>		